



**CITY OF WESTERVILLE  
PLANNING COMMISSION**

**APPLICATION FOR CONDITIONAL USE PERMIT**

1. TYPE OF CONDITIONAL USE REQUESTED \_\_\_\_\_
2. ADDRESS OF PROPERTY FOR CONDITIONAL USE \_\_\_\_\_
3. COUNTY AUDITOR'S PARCEL NUMBER \_\_\_\_\_
4. PROPERTY OWNER: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
5. APPLICANT: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_  
INTEREST IN PROPERTY \_\_\_\_\_
6. CURRENT ZONING DISTRICT OF PROPERTY \_\_\_\_\_
7. CURRENT USE OF PROPERTY \_\_\_\_\_
8. PROPOSED USE OF PROPERTY \_\_\_\_\_

**PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMISSION REQUIREMENTS  
ON REVERSE SIDE BEFORE SIGNING.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT / DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER / DATE

**Additional information required for processing this application includes:**

1. Payment of an application fee per Section 1111.02(b) of the Codified Ordinances and the Fee Schedule adopted by City Council, as follows:
  - New Site Plan - \$750.00
  - Site Plan Modification - \$300.00
  - Seasonal Business
    - Initial Review - \$100.00
    - Annual Renewal - \$30.00
2. A current and accurate legal description of the property in question.
3. A list of names and mailing addresses of all property owners within, contiguous to, and directly across the street(s) from the area or property of the proposed conditional use.
4. A statement of the relation of the proposed conditional use to adjacent land uses in terms of traffic, parking, noise, and other nuisances and general compatibility.
5. Provide a one paragraph summary which highlights the purpose and details of the proposal.
6. Please provide the following information or respond to the following questions: Two (2) copies (folded, full-size), two (2) copies (folded, no larger than 11"x17"), and one (1) digital copy of a scaled drawing(s). Additional copies may be required at a later date. Digital copies of images, plans, or maps shall be submitted in addition as well.

For a New Site Plan or a Site Plan Modification:

- A. A survey showing boundary information, existing and proposed development, existing and proposed easements, rights-of-way, and utilities, including storm water drainage.
- B. The site plan shall indicate buildings, service areas, parking, signage, fencing, landscaping, and all required setbacks.
- C. All parking and loading areas shall be shown, including typical dimensions of parking stalls, aisles, and loading spaces.
- D. All major circulation routes, including arterials, adjacent curb cuts, collector and local streets, driveways and curb cuts, and including major aisle ways and service routes shall be indicated. Major pedestrian circulation routes shall also be indicated, including dimensions of path and pedestrian crossings, etc., plus any attempts at separating vehicular and pedestrian/recreation movement.
- E. Handling of all waste and refuse material shall be indicated.
- F. Proposed landscaping shall be shown, as per a landscape plan required by Chapter 1173.
- G. All signage and graphics may be required to be shown, as per Chapter 1181.
- H. All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.
- I. Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples may also be requested.

For A Seasonal Business (as relevant):

- A. Boundaries and dimensions of the lot and the size and location of all proposed or existing structures
- B. Traffic access, traffic circulation, existing and proposed utilities easements, parking, a tree spot, landscaping, signs, refuse and service areas, and other such information relevant to the proposed use.
- C. Such additional information as may be required or requested by the Planning Commission to review the application.

Regular Planning Commission meetings are held on the fourth (4th) Wednesday of each month at 6:30 P.M. in Council Chambers at 21 South State Street unless otherwise noted. Applications must be filed at least two days before the previous month's meeting date (approximately 30 days in advance).